

ASCENDER
**EMPLOYEE
PORTAL**

ASCENDER GUIDES

ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

The graphic features a black background on the left with a white and blue logo consisting of a stylized 'A' with a blue triangle. To the right of the logo is the text 'ASCENDER EMPLOYEE PORTAL'. Below this is a blue horizontal bar with the text 'ASCENDER GUIDES' in white. At the bottom left is the 'ASCENDER.' logo with the tagline 'ELEVATING TECHNOLOGY SOLUTIONS'. On the right side of the graphic is a vertical image of a tree trunk with a blue tint.

Table of Contents

Calendar 1

Calendar



EmployeePortal > Leave > Supervisor > Calendar

This page provides a calendar view of leave requests for yourself, your direct report employees and supervisors, and any employees who report to your direct report supervisors.

If this page is disabled, check with your district administrator, as the district may have opted not to allow access.

View leave requests:

A view of the current month calendar is displayed. Click a leave request entry from the calendar to open a window with the leave details.

- Click  to view the previous month.
- Click  to view the next month.
- Click **Current Month** to view the current month. The **Current Month** button is only enabled if you are viewing a prior or future month.

Click **X** or **Cancel** to close the leave request details window and return to the calendar view.



Back Cover